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Videos for Wisconsin Child Care Providers to Borrow:

ADMINISTRATION

Go to www.ccic.wi.gov and click on the tab **Our Library** for borrowing procedures and a searchable online catalog of all CCIC's audiovisual resources and books.

Administration in Early Childhood Settings

BUILDING ENROLLMENT. (Voices: Insights from the Field.) Redmond, WA: Exchange Press, 2011. DVD, 54 min.

Practical ideas and insights from professionals in the field of early care and education who have years of experience working with directors, teachers, young children, and their families. Interlaced with real-life classroom video, they provide a platform for professional preparation and ongoing staff development. Topics covered include: basic enrollment-building strategies, meeting parent expectations, standing out from the competition, promoting word of mouth referrals, effective telephone response strategies, creative marketing ideas, and evaluating your marketing efforts.

CHILD CARE ADMINISTRATION. Madison, WI: University of Wisconsin Board of Regents, 1996. **VHS**, 86 min.

This tape consists of three TV programs shown for the UW-Extension telecourse "Administering Child Care Programs." Program 1 covers the duties of the child care administrator and why the job is so important. Program 2 discusses staff hiring and development. Program 3 tells how to build good relationships with families.

CHILD CARE ADMINISTRATION: TYING IT ALL TOGETHER. (Indiana's Child Care Collection.) Washington, DC: NAEYC, 1994. DVD, 29 min.

Covers the following aspects of administration: mission statement, ethics policy, business type, job descriptions, staff recruitment and selection, orientation, retention, development and training, and evaluation. Some information applies specifically to the State of Indiana.

EXPECT MALE INVOLVEMENT: RECRUITING & RETAINING MEN IN EARLY CHILDHOOD EDUCATION. Marietta, GA: Chattahoochee Technical College, 2009. DVD, 40 min.

Explores the positive benefits of having men in your early childhood program. Learn why men choose early childhood education as a career, best practices for recruitment and retention, and the significance of men in young children's lives.

THE HIRING TAPE: FOUR SCENES AT PRESCHOOL. Seattle, WA: Tom Drummond Video Productions, 1999. **VHS**, 14 min. + guide.

These four vignettes from everyday teaching in a preschool can be used to start in-depth discussion about early childhood education, especially when interviewing new teachers.

REFLECTIONS ON EARLY CHILDHOOD PROGRAM MANAGEMENT. Washington, DC: National Association for the Education of Young Children, 2013. **DVD-ROM**; play on a computer with a DVD drive.

This professional development resource features excerpts of video interviews with seasoned professionals sharing their management tips for early childhood program administrators. They discuss the elements of healthy organizations, written policies and procedures, human resource management, and financial management. A downloadable note-taking guide includes questions to encourage reflection on the topics addressed.

RIGHT FROM THE START: A GUIDE TO HIRING, ORIENTING & SUPPORTING TEACHERS FOR REFLECTIVE PRACTICES. Mechanicsburg, PA: Harvest Resources, 20--? **DVD-ROM**; play on a computer with a DVD drive.

These resources for early childhood administrators offer concrete examples of how Hilltop Children's Center in Seattle, Washington, has created an organizational culture based on its values and how it has designed systems for hiring, orienting, and supporting its teachers to become reflective and intentional in their work. Includes Word, Powerpoint, Adobe Illustrator and PDF files, and video clips. **Contents:** Organizational foundations -- Our system of pedagogical orientation -- Orientation sessions with syllabus -- Slide shows for orientation sessions -- Season by season the year unfolds -- Observation practice videos -- Video clips of mentoring a new teacher.

SUPPORTING TEACHER PERFORMANCE. (Voices: Insights from the Field.) Redmond, WA: Exchange Press, 2011. DVD, 69 min.

Practical ideas and insights from professionals in the field of early care and education who have years of experience working with directors, teachers, young children, and their families. Interlaced with real-life classroom video, they provide a platform for professional preparation and ongoing staff development. Topics covered include: staff morale and teacher performance, creating a supportive and nurturing environment with teachers, the role of professional development, program directors as leaders, addressing the needs of different generations, managing conflict and embracing change, identifying staff members who aren't a good fit, recovering from morale challenges, addressing gossip and negative attitudes.

Administration in Any Setting

CHOOSING & USING MUSIC IN TRAINING. Liz Brant and Tony Harvey. King of Prussia, PA: HRDQ, 2001. **Compact disc** + book.

This book was written for trainers who want to use music to support the learning process. Accompanying the book is a CD of music suited to various circumstances and desired learning states.